



## Blizzard Bag Assignment #2



### Microsoft Excel Review

1. Before inserting a chart, what must you do first (think: what do you need to create a chart)?

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2. What do you call all the "squares" in Excel?

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3. If you want to merge together cells, what do you need to click on from the Home ribbon

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4. How do you change the format of a cell so it shows percentages (3 steps)?

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5. What command can you use to "automatically" add a row, or column of numbers?

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